

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1145
GRADE: S-34

TITLE: ASSISTANT RECREATION DIRECTOR

DEFINITION:

Under the direction of the agency head, manages the activities of the Recreation and Prevention Operations functional areas within the Department of Community and Recreation Services; participates in the planning, operation and administration of County-wide recreation programs; acts for the agency head as directed; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

A position in this class manages several divisions in the Department of Community and Recreation Services.

ILLUSTRATIVE DUTIES:

Assistant Director for Recreation and Prevention Operations, oversees the Therapeutic Recreation Services, Athletic Services, and Senior Services Divisions;
As Assistant Director for Community and Prevention Operations, oversees the Youth and Community Services, Leisure Enterprise, FASTRAN, and Extension Divisions;
Coordinates activities with the rest of the Department and other agencies;
Acts for the agency head as directed;
Performs highly responsible administrative and professional work assisting the Director, with authority to act for the Director in his/her absence;
Implements departmental policies, goals, and objectives;
Evaluates narrative and statistical data, draws conclusions, takes necessary action, and prepares reports;
Recommends action to meet identified needs;
Promotes leisure programs as well as prevention and human services that are broad in scope;
Analyzes and resolves problems;
Participates in the formulation of the budget, and monitors expenditures;
Represents the Department before governmental and community groups;
Completes or reviews employee performance evaluations;
Monitors the collection and accounting of fees, donations, and other funds;
Negotiates, prepares and administers agreements with other agencies and groups;
Represents the Department in matters dealing with the development, use and maintenance of facilities and equipment belonging to Fairfax County Public Schools or Fairfax County Park Authority that are required in support of Department of Community and Recreation Services activities;
Makes recommendations for park master plans;
Initiates work orders for the refurbishing of school athletic fields;
Determines placement of new soccer goals and baseball backstops;
Communicates emergency repair needs;

Identifies soccer fields to be reseeded;

Investigates and acts upon requests, suggestions, or complaints concerning agency services;

With input from the division supervisors, participates in the development of long-range goals and strategies;

Meets with individuals, citizens, and community groups to identify community needs, promote agency programs, and respond to and/or mediate citizen complaints;

Coordinates the development of standard operating procedures for each division, and updates them annually;

Provides direction and technical assistance in the successful operation of agency programs;

Implements emergency program cancellation procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public recreation programs;

Knowledge of the principles and practices of administration, organization, management and budgeting;

Ability to plan and develop community recreational and human service programs;

Ability to plan, direct and supervise the work of a large staff;

Ability to work effectively with subordinates, coworkers, County officials, community groups, and the public;

Ability to communicate effectively, orally and in writing;

Ability to compile and analyze data and draw sound conclusions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a degree in recreation or a related field; PLUS

Four years of experience in the field of recreation at a level equivalent to division supervisor.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: January 31, 1996